DOCUMENT RESUME

ED 082 593 HE 004 573

TITLE	A Study of Undergraduate Admissions to Alabama Colleges and Universities, 1971-72.
INSTITUTION	Alabama State Commission on Higher Education, Montgomery.
PUB DATE	Aug 72
NOTE	52p.
EDRS PRICE	MF-$0.65 HC-$3.29
DESCRIPTORS	*Admission (School); *Admission Criteria; *Educational Policy; *Enrollment Trends; *Higher Education; School Surveys; Undergraduate Study
IDENTIFIERS	*Alabama

ABSTRACT

This study examines the undergraduate admission process at Alabama colleges and universities. A questionnaire mailed to officials directing admissions at the 54 public and private colleges and universities in Alabama was constructed to determine: the minimum requirements for undergraduate admission; routine extra-credential considerations; the numbers and kinds of applicants and the trends in the numbers of applicants; the extent of high school visitations by institutional representatives; and transfer credit policies. Conclusions are categorized into junior institutions, senior institutions, public institutions, private institutions, and freshman vs. transfer admissions. The survey instrument is presented in the appendix. (MJM)

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A STUDY OF UNDERGRADUATE ADMISSIONS TO ALABAMA COLLEGES AND UNIVERSITIES, 1971-72

AUGUST, 1972

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A STUDY OF UNDERGRADUATE ADMISSIONS TO ALABAMA COLLEGES AND UNIVERSITIES, 1971-72

STATE OF ALABAMA

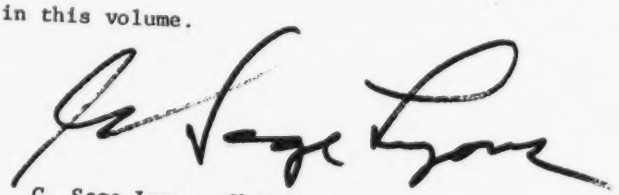
ALABAMA COMMISSION ON HIGHER EDUCATION

August, 1972

FOREWORD

The Alabama Commission on Higher Education was authorized on May 14, 1969 for "the general purpose of promoting an educational system that will provide the highest possible quality of collegiate and university education to all persons in the State able and willing to profit from it." The Act which created the Commission directed the Commission "to cause to be made such surveys and evaluations of higher education as is believed necessary for the purpose of providing appropriate information to carry out its powers and duties..." It is in accordance with this provision that this, the sixth in a series of studies, is presented.

This study provides the Commission, members of the Legislature, and the higher education community with accurate data on admissions policies and procedures of Alabama institutions of higher education. Prospective students and those who advise them will also profit from an examination of the information contained in this volume.



G. Sage Lyons, Chairman
Alabama Commission on Higher Education

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INTRODUCTION

As efforts to study higher education in Alabama continue, a number of questions relative to admissions develop: Where are the students applying? Where are they being admitted? What are the requirements for admission to college in Alabama? What differences exist among Alabama institutions in their admission requirements--procedural and substantive? How flexible are the admission requirements of these institutions? How do related institutional policies affect admissions? In an effort to begin to answer these types of questions, a survey of colleges and universities, public and private, in Alabama was conducted for the Alabama Commission on Higher Education by the Office for Institutional Studies and Services of The University of Alabama. The questionnaire was designed in cooperation with the Council of Admissions Officers and Registrars of the ACHE. The report that follows describes the results of this survey.

The Commission expresses appreciation to Dr. Joseph Sutton, Vice President for Institutional Studies and Services, The University of Alabama, and his staff, particularly Mrs. Kay Staub, Research Analyst, who assembled these data and prepared this publication.

August, 1972

Clanton W. Williams
Executive Director
Alabama Commission on
Higher Education

PURPOSE

The purpose of this study is to explore the undergraduate admission process at Alabama colleges and universities. The scope of the study is not designed to be exhaustive. Rather the intent is to determine some of the numbers and trends in college admissions in Alabama, to examine the major admission procedures and requirements used by Alabama institutions, to discover the extent of commonality and difference in the admissions practices of these institutions, and finally, to look at some related institutional policies and their effects on admissions. The study is primarily descriptive and as such will be of interest to college admissions officers and high school counselors in Alabama.

INSTRUMENT

The questionnaire from which the source information was obtained was constructed to determine: the minimum requirements for undergraduate admission to the various colleges and universities in Alabama; some of the routine extra-credential considerations involved in admissions; the numbers and kinds of admission applicants; trends in the numbers of applicants; extent of high school visitations by institutional representatives; and transfer credit policies. A copy of the questionnaire is included in the Appendix.

PROCEDURE

The questionnaire was mailed to the officials directing admissions at the 54 public and private colleges and universities in Alabama. Fifty, or ninety-three percent, of these admissions officers completed the questionnaire. A list of the responding institutions is included in the Appendix.

METHOD

Control (public/private) and level (senior/junior) are the classifications against which the data are consistently discussed. It would be desirable for the data to have been examined according to other categorizations of institutions (e.g., size, financial characteristics, programs of study, institutional purpose, etc.). However, there were insufficient numbers of institutions to develop these analyses without approaching the same distributions produced by the analyses by control and level. In this study, statistical method is largely restricted to simple computational operations to describe and summarize the data, e.g., frequency and cumulative frequency distributions and medians. To determine the significance of differences that become apparent from these descriptive statistics, chi-square tests are used when appropriate. At times the set of observations under chi-square analysis is exclusive of those of the junior institutions. This is necessary because of the 21 junior institutions included in the study the 17 public institutions follow "open admission" policies and the data from the remaining 4 private institutions are not appropriately treated by chi-square analysis.

It should be noted that the accuracy of the findings and validity of the generalizations that follow are affected to some unknown degree by inconsistency in the definitions, distinctions, and interpretations imposed upon the questionnaire items by the individual respondents. Some responses were checked through follow-up telephone inquiry; others are tempered in the tabulation of responses by the use of open-class intervals in the frequency distributions and medians as summary statistics.

RESULTS

Types of Admission Applicants

Admission is a process through which individuals are authorized to enter into study and attend classes at a college or university. Since individuals are admitted for different purposes, at different educational levels, and with different credentials, some differentiation in the admission process occurs. As a result, individuals are classified as "freshman applicants", "transfer applicants", "foreign applicants", etc. Categorization provides a convenient notation of the educational experience to be expected of the respective applicant and concurrently indicates the credentials to be required of such an applicant. Thus, naming one applicant "freshman" does not call into question his experience and ability with the English language; whereas, naming another applicant "foreign" does call this into question and signals the need for a Test of English as a Foreign Language (TOEFL). Categorization of applicants also serves to define the division of labor in admissions both within the admissions office and within the educational institution.

Table 1 shows, according to the type of applicant and the control and level of the institution, the number of responding Alabama institutions in which the admissions office is charged with the responsibility of admitting

Table 1--Types of Applicants for which the Admissions Office has the Reponsibility of Admitting

Type of Applicant	Number of Institutions				
	Public Senior	Private Senior	Public Junior	Private Junior	Total
Beginning Freshman	14	15	17	4	50
Transfer Student	14	14	17	4	49
Graduate Student	5				5
Foreign Student	13	12	11	4	40
Readmit	12	9	15	3	39
Other (mostly "special")	7	4	4	1	16
Number of Responses	14	15	17	4	50

students. With one exception, at a private senior institution, all of the admissions offices at the responding institutions are responsible for both freshman and transfer admissions. Thus we may presume, for the most part, that the admissions officers responding to the questionnaire are specifically responsible for and technically skilled in admission of freshman and transfer applicants.

The kinds of additional admission responsibilities vary among the admissions offices at the various institutions. This variation in responsibilities was expected. For this reason and because of the prime importance of freshman and transfer admissions, the study design and survey instrument were focused upon these two types of admissions.

Numbers in Admissions

Relevant numbers in admissions include the number of applicants, the number of admittees, and the number of matriculants. From these numbers, calculations may be made of acceptance rates (relationship of the number

of admittees to the number of applicants), "show" rates (relationship of the number of matriculants to the number of admittees), ratios of freshman applicants to transfer applicants, and the proportions of total matriculating students who are freshman and transfer students.

The numbers of freshman applicants for the Fall, 1971 term reported by the responding Alabama institutions ranged from under 50 to over 4,750. Table 2 provides frequency and percentage distributions of the numbers of freshman applicants reported. The majority of institutions reported 500 and under.

Table 2--Frequency and Percentage Distributions of the Number of Freshman Applicants to Alabama Institutions

Number of Applicants	Number of Institutions	Percentage of Institutions	Cumulative Percentage
0-250	6	13.0	100.0
251-500	19	41.3	87.0
501-1000	13	28.3	45.7
1001-2500	5	10.9	17.4
2501-4000	2	4.3	6.5
over 4000	1	2.2	2.2
# of Responses	46	100.0	

The numbers of transfer applicants for the Fall, 1971 term reported by the responding Alabama institutions ranged from under 5 to over 2,150. Table 3 provides frequency and percentage distributions of the numbers of transfer applicants reported. The majority of institutions reported 100 and under.

Table 3--Frequency and Percentage Distributions of the Number of Transfer Applicants to Alabama Institutions

Number of Applicants	Number of Institutions	Percentage of Institutions	Cumulative Percentage
0-100	24	52.2	100.0
101-200	7	15.2	47.8
201-350	10	21.8	32.6
351-500	1	2.2	10.8
501-1000	2	4.3	8.6
over 1000	2	4.3	4.3
# of responses	46	100.0	

As shown in Tables 4 and 6, public senior institutions received the greatest number of freshman applicants for the Fall, 1971 term. However, public junior institutions present a significant challenge to this primacy.

Table 4--Frequency Distribution of the Number of Freshman Applicants to Alabama Institutions, By Institutional Type

Number of Freshman Applicants	Number of Institutions			
	Public Senior	Private Senior	Public Junior	Private Junior
0-250		4		2
251-500	4	4	8	2
501-1000	4	4	6	
1001-2500	3	1	1	
2501-4000	1		1	
over 4000	1			
Number of Responses	13	13	16	4

As shown in Tables 5 and 6, by far the greatest number of transfer applicants applied to public senior institutions. There was small difference between the numbers of transfer applicants to private senior institutions and public junior institutions.

Table 5--Frequency Distribution of the Number of Transfer Applicants to Alabama Institutions, By Institutional Type

Number of Transfer Applicants	Number of Institutions			
	Public Senior	Private Senior	Public Junior	Private Junior
0-100		9	11	4
101-200	2	2	2	
201-350	6	2	3	
351-500	1			
501-1000	2			
over 1000	2			
Number of Responses	13	13	16	4

Differences are evident among the institutional types in their ratios of freshman to transfer applicants. Not surprising are the greater proportions of transfer applicants among the senior institutions. In addition, the proportions of applicants who are transfer students are also greater among the public institutions as compared to the private institutions.

Table 6--Ratio of Freshman to Transfer Applicants to Alabama Institutions, By Institutional Type

Type of Institution	# of Resp.	# of Applicants Fresh.	Trans.	Ratio of Fresh. to Trans. Applicants
Public Senior	13	18,895	7,571	2.5:1
Private Senior	13	6,853	1,300	5.2:1
Public Junior	16	12,585	1,516	8.3:1
Private Junior	4	935	43	21.7:1
Total	46	39,268	10,430	3.8:1

If the numbers of applicants and the numbers of admittees reported by the four categories of institutions are compared, differences are seen in the percentages of applicants admitted. Junior institutions admit

Table 7--Number of Applicants Vs. Number of Admittees to Alabama Institutions, By Institutional Type

Type of Institution	# of Resp.	# of Applicants Fresh.	Trans.	# of Admittees Fresh.	Trans.	Acceptance Rate Fresh.	Trans.
Public Senior	13	18,895	7,571	13,826	6,321	73.2%	83.5%
Private Senior	13	6,853	1,300	5,456	1,062	79.6%	81.7%
Public Junior	16	12,585	1,516	12,392	1,391	98.5%	91.8%
Private Senior	4	935	43	884	37	94.5%	86.0%
Total	46	39,268	10,430	32,558	8,811	82.9%	84.5%

higher percentages of their applicants than senior institutions. And the public junior institutions with their open admission policies admit greater percentages of their applicants than private junior institutions. Among senior institutions, the private senior institutions admit the higher percentage of freshman applicants, but the public senior institutions admit the higher percentage of transfer applicants.

An interesting relationship is suggested by comparing (Table 8) the differences between the transfer and freshman acceptance rates shown in Table 7 with the ratios of freshman to transfer applicants shown in Table 6.

Table 8--Comparison of the Difference Between Transfer and Freshman Acceptance Rates and Ratio of Freshman to Transfer Applicants, By Institutional Type

Type of Institution	Percentage Point Difference Between Trans. and Fresh. Acceptance Rates	Ratio of Fresh. to Transfer Applicants
Public Senior	+10.3	2.5:1
Private Senior	+2.1	5.2:1
Public Junior	-6.7	8.3:1
Private Junior	-8.5	21.7:1

It would appear that differences between transfer and freshman acceptance rates among institutional types are related to the ratios of freshman to transfer applicants to these institutional types. For public senior institutions to which there are 2½ freshman applicants to every transfer applicant, the transfer acceptance rate is over 10.3 percentage points higher than the freshman acceptance rate. In comparison, for private junior institutions to which there are over 21 freshman applicants to every transfer applicant, the transfer acceptance rate is 8.5 percentage points less than the freshman acceptance rate.

To examine the acceptance rates among categories of Alabama institutions more closely, the acceptance rates--freshman and transfer--were compiled for each of the institutions reporting numbers of applications received and admissions offered. Tables 9 and 10 provide frequency distributions of these rates.

Table 9--Frequency Distribution of Freshman Acceptance Rates at Alabama Institutions, By Institutional Type

Percent of Freshman Applicants Accepted	Number of Institutions			
	Public Senior	Private Senior	Public Junior	Private Junior
90-100	4	5	13	3
80-89	3	4	3	1
70-79	4	2		
less than 70	2	2		
# of Responses	13	13	16	4

Table 10--Frequency Distribution of Transfer Acceptance Rates at Alabama Institutions, By Institutional Type

Percent of Transfer Applicants Accepted	Number of Institutions			
	Public Senior	Private Senior	Public Junior	Private Junior
90-100	5	6	13	2
80-89	4	2	1	
70-79	2	2	1	1
less than 70	2	2	1	
# of Responses	13	12	16	3

Median acceptance rates (computed from the ungrouped data) for the four categories of institutions are shown in Table 11. Among categories of institutions, medians differ more by level (senior/junior) than by control (public/private).

Table 11--Median Acceptance Rates (Freshman and Transfer), By Institutional Type

Type of Institution	Median Acceptance Rates	
	Freshman	Transfer
Public Senior	86%	86%
Private Senior	85%	89%
Public Junior	100%	100%
Private Junior	97.5%	100%

Chi-square tests showed the relationship between acceptance rates--freshman and transfer--and level of institution to be significant.[1] As expected, no significant relationship was found to exist between acceptance rates--freshman and transfer--and control of institution.[2]

An earlier comparison (Table 8) using aggregate data suggested a relationship between an institution's transfer acceptance rate (vis-a-vis the freshman acceptance rate) and the institution's ratio of freshman to transfer applicants. Using the transfer acceptance rates calculated for the senior institutions and their respective freshman to transfer ratios, chi-square analysis showed a significant relationship to exist--the smaller the ratio of freshman to transfer applicants, the higher the transfer admission rate.[3]

In addition to acceptance rates, another rate of some interest and relevancy to admissions is the "show" rate. The "show" rate is that percentage of applicants admitted who accept admission and enroll. The "showing" of an applicant, however, is affected by a number of factors outside of the admissions operation--e.g., availability of financial aid from institutions, deposits (e.g., housing and tuition) required, costs of attendance and extent or quality of pre-attendance counseling. Nevertheless, the rates of show are of significance for admissions offices for purposes of planning and decisions concerning recruitment.

---

[1]The values of χ^2 were found to be 8.920 for freshman acceptance rates and level of institution and 6.000 for transfer acceptance rates and level of institution ($P < .05$ with 2 d.f.).

[2]The values of χ^2 were found to be .376 for freshman acceptance rates and control of institution and .409 for transfer acceptance rates and control of institution ($P > .05$ with 2 d.f.).

[3]The value of χ^2 was found to be 5.886 ($P < .05$ with 2 d.f.).

Freshman and transfer show rates were compiled for each of the institutions reporting their numbers of admittees and matriculants. Tables 12 and 13 provide frequency distributions of these rates.

Table 12--Frequency Distribution of Freshman Show Rates at Alabama Institutions, By Institutional Type

Percent of Freshman Admittees Matriculating	Number of Institutions			
	Public Senior	Private Senior	Public Junior	Private Junior
90-100	4	2	8	1
80-89	4	4	3	2
70-79	5	1	3	
less than 70		6	2	1
Number of Responses	13	13	16	4

Table 13--Frequency Distribution of Transfer Show Rates at Alabama Institutions, By Institutional Type

Percent of Transfer Admittees Matriculating	Number of Institutions			
	Public Senior	Private Senior	Public Junior	Private Junior
90-100	5	6	8	4
80-89	5	2	5	
70-79	3	1	2	
less than 70	1	3	1	
Number of Responses	14	12	16	4

Median show rates (computed from the ungrouped data) for the four categories of institutions are shown in Table 14. If these medians are displayed in a somewhat different order with "greater than" symbols to

Table 14--Median Show Rates (Freshman and Transfer), By Institutional Type

Type of Institution	Median Show Rates	
	Freshman	Transfer
Public Senior	82%	86.5%
Private Senior	76%	87.5%
Public Junior	87.5%	88%
Private Junior	83.5%	100%

aid the comparison, it is seen that the median show rates for junior institutions are somewhat higher than the median show rates for senior institutions. The median freshman show rates are somewhat higher for public institutions; whereas, the median show rates for transfer students are somewhat higher for private institutions.

	Freshman			Transfer	
	Senior	Junior		Senior	Junior
Public	82% <	87.5%	Public	86.5% <	88%
Private	76% <	83.5%	Private	87.5% <	100%

Chi-square tests were applied to both freshman and transfer show rates according to control and level of institution. None of these differences were found to be statistically significant. The test of the relationship between freshman show rates and control of institution was the only test in which the chi-square value approached significance.[1]

One additional chi-square test was applied to show rates to determine whether a relationship suggested by the medians reported in Table 14 might exist. It is seen that the median show rates of transfer admittees are consistently higher than the median show rates of freshman admittees. It would seem likely that proportionately more admitted transfer students would matriculate than would admitted prospective freshman students. The chi-square test of show rates and type of admittee--freshman or transfer--did not reject this hypothesis.[2]

---

[1]The values of χ^2 were found to be 3.768 for freshman show rates and control of institution, 1.646 for transfer show rates and control of institution, and 1.601 and 1.460 for freshman and transfer show rates respectively and level of institution ($P > .05$ with 2 d.f.).

[2]The value of χ^2 was found to be 6.009 ($P < .05$ with 2 d.f.).

Trends in Numbers in Admissions

To determine what the recent changes have been among categories of Alabama institutions in numbers of applicants, each admissions officer was asked to assess how the numbers of freshman and transfer applicants have changed over the past three years: increased, slightly increased, no change, slightly decreased or decreased. Tables 15 and 16 provide frequency distributions of the responses according to type of institution.

Table 15--Trends in Numbers of Freshman Applicants to Alabama Institutions, By Institutional Type

Change in Numbers	Number of Institutions			
	Public Senior	Private Senior	Public Junior	Private Junior
Inc by More Than 10%	7	5	12	1
Inc by Less Than 10%	3	2	1	1
No Change		3	2	
Dec by More Than 10%	1	1		1
Dec by Less Than 10%	2	3	1	1
# of Responses	13	14	16	4

Table 16--Trends in Numbers of Transfer Applicants to Alabama Institutions, By Institutional Type

Change in Numbers	Number of Institutions			
	Public Senior	Private Senior	Public Junior	Private Junior
Inc by More Than 10%	9	7	8	
Inc by Less Than 10%	3	3	3	1
No Change		2	3	3
Dec by Less Than 10%	1			
Dec by More Than 10%		2	2	
# of Responses	13	14	16	4

Looking at the public/private and senior/junior dimensions separately, the percentages of institutions experiencing change in the numbers of freshman applicants differed more between public and private institutions

	Public		Private			Senior		Junior	
	N	%	N	%		N	%	N	%
Increased	23	79.3	9	50.0	Increased	17	63.0	15	75.0
No Change	2	6.9	3	16.7	No Change	3	11.1	2	10.0
Decreased	4	13.8	6	33.3	Decreased	7	25.9	3	15.0
Total	29	100.0	18	100.0	Total	27	100.0	20	100.0

than between senior and junior institutions.[1] This phenomenon, of course, is not unique to the Alabama institutions, but is rather a national experience.

The percentage of institutions experiencing change in the numbers of transfer applicants differed between both control and level--the percentages of public institutions and senior institutions experiencing

	Public		Private			Senior		Junior	
	N	%	N	%		N	%	N	%
Increased	23	79.4	11	61.1	Increased	22	81.5	12	60.0
No Change	3	10.3	5	27.8	No Change	2	7.4	6	30.0
Decreased	3	10.3	2	11.1	Decreased	3	11.1	2	10.0
Total	29	100.0	18	100.0	Total	27	100.0	20	100.0

increased numbers of transfer applicants are greater than the percentages of private institutions and junior institutions. The distribution of institutions experiencing changes in their numbers of applicants according to control and the distribution according to level are very similar. This

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[1]Chi-square tests showed the relationship between change in number of freshman applicants and control of institution to be significant ($\chi^2=5.810$, $P < .05$ with 2 d.f.), and the relationship between change in number of freshman applicants and level of institution not to be significant ($\chi^2=1.402$, $P > .05$ with 2 d.f.).

would suggest that neither control nor level is significant separately.[1] Both distributions reflect increases in 12 out of the 13 responding public senior institutions. The increase of transfer applicants among public senior institutions particularly is also a reflection of national experiences: There have been recent and great increases in the numbers of transfer students. Articulation between senior and junior institutions has increased. And the large public institutions (particularly public universities) have drawn and have had the capacities for admitting transfer students.[2]

Admissions Requirements: Procedural

Having examined the numbers and trends in admissions, it is now appropriate to examine requirements for admission to Alabama colleges and universities. Two kinds of requirements are studied: procedural (forms) and substantive (standards).

Procedures and forms prescribed for application for admission vary among categories of institutions and according to type of admission.

Freshman Procedural Requirements. Completion of an application form and submission of a high school transcript are universally required of

---

[1] Chi-square tests showed neither the relationship between change in number of transfer applicants and level of institution to be significant ($\chi^2=1.394$, $P > .05$ with 2 d.f.) nor the relationship between change in number of transfer applicants and control of institution ($\chi^2=1.441$, $P > .05$ with 2 d.f.)

[2] For a discussion of these trends in transfer admissions, see Warren W. Willingham and Nurhan Findikyan, Patterns of Admission for Transfer Students, College Entrance Examination Board, 1969.

freshman applicants to Alabama institutions. Although no public junior institution requires aptitude and/or achievement test scores, they are

Table 17--Procedural Requirements for Freshman Application to Alabama Institutions, By Institutional Type*

Items Required	Number of Institutions				
	Public Senior	Private Senior	Public Junior	Private Junior	Total
High School Transcript	14	15	17	4	50
Test Scores	13	11		4	28
Medical Form	9	8	8	2	27
Personal/Character Ref	2	10	2	3	17
Personal Interview		1		2	3
Campus Visitation		1		1	2
Other (high school counselor's recommendation, autobiography, etc.)	1	6	1	1	9
Number of Responses	14	15	17	4	50

*Not including application form or application fee

required by nearly all other institutions before an admission decision can be issued. Of the responding institutions, all of the private junior, over 90 percent of the public senior, and almost three-quarters of the private senior institutions require the results of aptitude and/or achievement tests. Over half of all the responding admissions officers (by category of institution and in total) indicated a medical form or statement is required prior to the admission decision. Personal/character references are the only other credential required by a substantial number--one-third--of the responding institutions. The number of such references varies from 1 to 4. The greatest number of institutions requiring personal/character references are private institutions. The greatest number of institutions requiring "other" forms are also private institutions.

Table 18 was developed by counting the number of forms required from the freshman applicant by each of the responding institutions. Each personal/character reference required was counted as one item, e.g., if an institution

requires a high school transcript and four personal/character references, it is scored as requiring five items for admission application. The

Table 16--Number of Items Required in the Freshman Application Procedure to Alabama Institutions, By Institutional Type*

Number of Items	Number of Institutions			
	Public Senior	Private Senior	Public Junior	Private Junior
1	1	1	10	
2	3	1	4	
3	8	2	1	1
4	1	4	2	
5		1		1
6	1	4		1
7		1		1
8		1		
Ave.	2.9	4.6	1.7	5.3
# of Resp	14	15	17	4

*Not including the application form or fee

average number of procedural requirements for all responding institutions is 3.2. Public institutions require less and private institutions require more than this average. From the averages and the ranges of numbers of items required, significant differences in extent of procedural admission requirements are seen between public and private institutions.[1]

Transfer Procedural Requirements. The universally required credentials for transfer applicants to Alabama institutions are an application form and college transcript(s). The form next most commonly cited by responding admissions officers as necessary prior to admission decision is official evidence of social "good standing". Private senior institutions

[1] Chi-square analysis showed the relationship between number of procedural requirements and control of institution to be significant (χ^2=17.988, P< .05 with 2 d.f.).

Table 19--Procedural Requirements for Transfer Application to Alabama Institutions, By Institutional Type*

Items Required	Number of Institutions				
	Public Senior	Private Senior	Public Junior	Private Junior	Total
College Transcript(s)	14	15	17	4	50
Official Evidence of Social "Good Standing" from Previous College(s)	9	11	6	2	28
Medical Form	9	8	8	2	27
High School Transcript	2	9	5	4	20
Personal/Character Ref	1	10	2	2	15
Test Scores		5		3	8
Personal Interview		1		1	2
Campus Visitation		1			1
Other (autobiography, forms relative to presence on campus, etc.)		3		1	4
Number of Responses	14	15	17	4	50

*Not including application form or application fee

had the greatest proportion of institutions requiring official evidence of social "good standing"; public junior institutions had the least proportion of institutions requiring this credential. The admissions officers who indicated medical forms were required prior to freshman admission also indicated the same for transfer applicants. The high school transcript was mentioned by 40 percent of all institutions, but by far the largest number of these institutions were private institutions. Of the responding institutions, less than 15 percent of the public senior and 30 percent of the public junior institutions require high school transcripts compared to 60 percent of the private senior and 100 percent of the private junior institutions. Similarly, personal/character references which are required by 30 percent of the responding institutions are more commonly a requirement of private institutions. Only one out of 14 public senior and 2 out of 17 public junior institutions indicated personal/character references as

necessary to transfer applications, but 10 out of 15 private senior and 2 out of 4 private junior institutions cited the necessity of these forms. Almost the same number of private institutions that require official evidence of social "good standing" from previous college(s) require personal/character references. However, while 15 public institutions require evidence of social "good standing", only 3 require personal/character references. No other credentials or forms than mentioned above are required of the transfer applicant by public institutions. Fifteen private institutions require additional forms including test scores, personal interviews, campus visitations, autobiographies, etc.

Table 20 was developed by counting the number of forms required from the transfer applicant by each of the responding institutions. Each personal/character reference required is counted as one item. The average number of procedural requirements for transfer admission for all institutions is 3.5. The averages for public institutions are 2.5 (senior) and 2.4 (junior).

Table 20--Number of Items Required in the Transfer Application Procedure to Alabama Institutions, By Institutional Type*

Number of Items	Number of Institutions			
	Public Senior	Private Senior	Public Junior	Private Junior
1	2		6	
2	4	2	5	
3	7	3	4	1
4	1	2		
5		1		1
6		2	2	
7		2		1
8		1		1
9		2		
Ave.	2.5	5.2	2.4	5.8
# of Resp	14	15	17	4

*Not including the application form or fee

The averages for private institutions are 5.2 (senior) and 5.8 (junior). As seen previously in the section on procedural requirements for freshman admission, significant differences exist between public and private institutions in extent of their procedural requirements for admission application.

With the exception of social "good standing" certification from previous college(s), which is, of course, a credential peculiar to the transfer student, and the medical record, it is seen from Table 21 that

Table 21--Comparison of Types of Freshman and Transfer Procedural Requirements Among Alabama Institutions

Procedural Requirement	% of Institutions	
	Freshman	Transfer
College Transcript(s)		100%
Off. Evidence of Social "Good Standing"		56%
Medical Form	54%	54%
High School Transcript	100%	40%
Test Scores	56%	16%
Pers/Char References	34%	30%
Personal Interview	6%	4%
Campus Visitation	4%	2%
Other	18%	8%
Number of Responses	50	50

there is relatively less emphasis in transfer admissions upon supportive credentials additional to the basic academic record (college transcript). The use of such credentials as high school transcript, test scores, personal/character references, demonstration of personal qualities, etc. is typically by private institutions.

Application Fee. In addition to the procedural requirements discussed in the preceding two sections, 80 percent of the responding Alabama institutions assess some fee for processing the admission application. Where assessed, these application fees are required of both freshman and transfer applicants.

Table 22--Application Fees Assessed
By Alabama Institutions, By Institutional Type

	Number of Institutions			
	Public Senior	Private Senior	Public Junior	Private Junior
Fee Charged	12	14	11	3
No Fee Charged	2	1	6	1
# of Responses	14	15	17	4

The proportions of institutions requiring an application fee are greater among private institutions than public and greater among senior institutions than junior.

	Public		Private
Senior	86%	<	93%
Junior	65%	<	75%

However, of the 40 responding institutions that charge application fees, over 50 percent waive the fee or delay billing of such for financially handicapped applicants. And of the institutions that waive

Table 23--Fee Waivers Among
Alabama Institutions Charging Admission
Application Fees, By Institutional Type

	Number of Institutions			
	Public Senior	Private Senior	Public Junior	Private Junior
Fee Waiver	5	9	2	1
Alternative-Later Billing	1	1	2	1
No Fee Waiver	5	4	3	1
No Response	1		4	
Total	12	14	11	3

or delay the application fee for financially handicapped applicants, the greater proportions are among the private institutions and the senior institutions.

	Public		Private
Senior	50%	<	71%
Junior	36%	<	67%

The amounts of the application fee charged by the 40 responding Alabama institutions range from $5 to $50. However, of the institutions requiring an application fee, less than 20 percent charge an amount over $10. Of the 6 institutions indicating an amount over this, 5 are private institutions. Six of the responding public junior institutions do not charge application fees; 9 of the 11 charging fees charge only $5. This would appear to be related to their open admission policies.

Table 24--Amount of Application Fee Charged by Alabama Institutions, By Institutional Type

Amount of Fee	Number of Institutions			
	Public Senior	Private Senior	Public Junior	Private Junior
$5	1	2	9	2
$10	10	8	1	
$15-$20	1	2		
$25 & over		2		1
No Response			1	
Total	12	14	11	3

Application Deadlines.[1] Frequently among procedural requirements for admission application is some specified date prior to which application forms and credentials must be submitted. The variability of deadline dates imposed by Alabama institutions is of interest. The range is from 5 to 6 weeks before registration to no deadline or through the first week of classes. Table 25 provides the application deadline periods of the responding institutions by institutional type.

Almost 40 percent of the responding institutions indicate either that there is no deadline or that applications are accepted through registration

[1] With the exception of one institution, deadline dates for freshman and transfer application are the same.

Table 25--Deadline Dates for Admission Application to Alabama Institutions, By Institutional Type

Deadline Period	Number of Institutions			
	Public Senior	Private Senior	Public Junior	Private Junior
No Deadline/Registration/ 1st Week of Classes	3	7	7	2
7-10 Days Before Registration	1	1	9	
2-3 Weeks Before Registration	7	4	1	1
4 or More Weeks Before Registration	2	3		1
Number of Responses	13	15	17	4

or the first week of classes. Over 60 percent of the responding institutions indicate the above or deadlines of 7 to 10 days before registration. And about 90 percent of the responding institutions indicate applications are accepted 2 to 3 weeks before registration or later. Thus, the vast majority of the deadline periods for application to Alabama institutions allow sufficient time after the completion of high school or the academic year at college (and in most cases after summer sessions) for the student to reach a decision and complete application.

Generally, public senior institutions have the earlier deadlines and public junior institutions have the later deadlines. Some private institutions have early and some have late deadlines.

Admission Requirements: Substantive

From the previous sections concerning procedural requirements for admission, it is obvious that there are a number of credentials that may be considered in an admission application. However, the more common and more quantifiable as criteria for admission decisions are the high school grade average or rank, test scores, and college grade average.

Thus, to look at substantive requirements for admission to Alabama institutions, these criteria are chosen for examination.

Freshman Substantive Requirements. High School Grade Average. Thirty-three of the institutions responding to the survey questionnaire[1] were asked what grade point average or rank would permit a freshman applicant a reasonable chance of admission.[2] Of this number, 3 failed to respond, 3 indicated rank as the criterion, and 3 reported sliding scales using test scores in conjunction with high school grade average. Of the remaining 24 institutions, 70 percent indicated a "C" average as the

Table 26--High School Grade Average Required for Reasonable Chance of Freshman Admission to Alabama Institutions, By Institutional Type

High School Grade Average Required	Number of Institutions			
	Public Senior	Private Senior	Public Junior	Private Junior
C Average	9	8		
D Average		4		
Sliding Scale (grades & test scores in conjunction)	3			
Rank Used		2		1
No Cut-Off Used				1
GPA and Rank Not Considered	1			1
Number of Responses	13	14		3

minimum grade average necessary for a reasonable chance of admission. Seventeen percent indicated a "D" average as sufficient. And 13 percent indicated either there is no cut-off grade average or rank or that they do not consider the grade average or rank.

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[1]The public junior institutions were excluded because of their open admission policies.

[2]"Reasonable chance" was defined in the survey instrument as "25 chances out of 100"

"C" average is the most commonly required grade average for a reasonable chance of freshman admission. This is particularly the case among public senior institutions. Of the public senior institutions responding with specific averages as necessary for a reasonable chance, all indicated the "C" average. One public senior institution, however, indicated that admissibility is determined by high school graduation rather than by grade average or rank. This would suggest that applicants with less than "C" averages would be admissible.

Of the 12 private senior institutions specifying averages that permit serious consideration of freshman applicants, 8 indicated a "C" average and 4 indicated a "D" average. In addition, one of the private senior institutions responding with minimum ranks, indicated the 3rd quartile as sufficient for serious consideration.

Of the three private junior institutions, one indicated upper half as the high school rank necessary for a reasonable chance of admission, one indicated that there is no specific grade average or rank, and one indicated neither grade average nor rank is considered for admissibility.

Test Scores.[1] Of the 28 responding institutions that require test scores from the freshman applicant (See section on Freshman Procedural Requirements), 27 responded to the question of the lowest test score possible for a student to have a reasonable chance of admission.[2] Of

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[1] SAT scores are excluded from discussion because only 15 institutions responding to the questionnaire accept SAT scores and of these only 10 reported minimum scores necessary for serious admission consideration.

[2] Same definition as employed in discussing high school grade averages or ranks--"25 chances out of 100".

these 27 institutions, one institution uses SAT scores exclusively and one institution uses tests other than ACT or SAT. The responses of the remaining institutions are shown in Table 27.

Table 27--Test Scores Required for Reasonable Chance of Freshman Admission to Alabama Institutions, By Institutional Type

Test Score Required ACT Composite	Number of Institutions			
	Public Senior	Private Senior	Public Junior	Private Junior
9-12	1	1		
13-15	3	1		
16-17	2	5		1
18-19	2	2		
Sliding Scale	3			
No Cut-Off Score	2			1
Scores Not Considered		1		
Number of Responses	13	10		2

In the earlier discussion of procedural requirements for freshman admission application, it was reported that 13 out of 14 responding public senior institutions require submission of test scores. Of these 13 public senior institutions, 5 do not use a cut-off score or use a sliding scale considering test scores and grades in conjunction. Four of the 8 public senior institutions reporting a specific ACT composite score for a reasonable chance of admission require scores of 16 or above; four require scores of 15 or less.

In comparison, of the 15 private senior institutions responding to the questionnaire, 11 require test scores. Ten of this number require ACT composite scores. Only one private senior institution indicated test scores are not used in the admission decision. Of the 9 institutions reporting specific scores for reasonable chance of admission, 7 require scores of 16 or above; two require scores of 15 or less.

It would appear that of the institutions requiring test scores for admission application, the private senior institutions stress test scores more, and in specifying the minimum scores necessary, require higher composites than the public senior institutions.

It is difficult to make generalizations about the substantive requirements for freshman admission among public and private senior institutions. For example, although it might be suggested that private senior institutions accept lower grade averages than public senior institutions for a reasonable chance of admission, it is also suggested that private senior institutions require higher test scores than public senior institutions for a reasonable chance of admission. It does not appear to be the case that an informal balancing mechanism is operative, i.e., that the private senior institutions that consider lower grade averages are the same institutions that require higher test scores. Rather of the 8 private senior institutions that specify a "C" grade average as necessary for a reasonable chance of admission, all require test scores. One requires SAT scores, one requires an ACT composite of 15 and 6 require scores of 16 and above as necessary for a reasonable chance of admission. Whereas, of the 4 private senior institutions indicating a "D" average and one institution specifying 3rd quartile as necessary for a reasonable chance of admission, 4 do not require test scores and one requires only a low score. Thus, it appears that two categories of private senior institutions may emerge from these substantive admission requirements, one in the direction of open admission policies[1] and the other in the

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[1] One private senior institution professes an open-door policy, however, it is not included in the preceding discussions because it requires neither scores nor grade averages or ranks.

direction of "maintaining standards". It is these differences among the private senior institutions that make comparisons of freshman substantive admission requirements between public senior and private senior institutions in Alabama difficult.

Transfer Substantive Requirements. College Grade Average. Thirty-three institutions were asked to report the lowest possible grade average a transfer applicant might submit and still expect a reasonable chance of admission.[1] Of these 33 institutions, 3 failed to respond to the question and one indicated open admissions. The responses of the remaining 29 institutions are shown in Table 28.

Table 28--College Grade Average Required for Reasonable Chance of Transfer Admission to Alabama Institutions, By Institutional Type

College Grade Average Required	Number of Institutions			
	Public Senior	Private Senior	Public Junior	Private Junior
C	9	10		1
D	2	2		1
Eligibility To Return to Previous College	2	1		1
Number of Responses	13	13		3

Four institutions--two public and two private--reported the criterion for transfer admission as eligibility to return to previously attended college (which might possibly include "D" or even "F" averages). Of the remaining 25 institutions specifying a minimum college grade average necessary for serious consideration, 80 percent indicated a "C" average.

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[1] As in the section concerning freshman substantive requirements, the public junior institutions were excluded because of their open admission policies, and "reasonable chance" is defined as 25 chances out of 100.

It is interesting to compare the minimum high school grade averages expected of freshman applicants and the minimum college grade averages expected of transfer applicants. The number and proportion of institutions requiring a "C" average on the previous college record for a reasonable chance of admission is somewhat larger than the number and proportion of institutions requiring a "C" average on the high school record.

It was noted in an earlier section (See Transfer Procedural Requirements) that there is relatively less use in transfer admissions of supportive credentials beyond the college academic record. This suggests that the primacy of one credential as a criterion for admissions lends itself to greater specificity in the evaluation of that credential. It is the case that some institutions reporting a "C" or "D" minimum grade for transfer admission had earlier failed to respond or reported that there was no cut-off grade for freshman admission.

It is also of interest to note that fewer of the responding private senior institutions indicated a "D" average as permitting a reasonable chance of transfer admission than indicated a "D" average for freshman admission. Also, while one public senior institution reported high school graduation as sufficient for a reasonable chance of freshman admission, no other public senior institution indicated a "D" average as permitting a reasonable chance of freshman admission. However, four public senior institutions reported a "D" average or eligibility to return to previous college attended as permitting a reasonable chance of transfer admission.

Extra-Credential Admission Considerations

There are two ways for admission decisions to routinely deviate from procedural and substantive requirements for admission. In some cases, applicants who meet the requirements for admission are not admitted because of prescribed or situational restrictions; or, applicants who do not meet the requirements for admission are admitted because of special consideration.

To determine the extent to which routine extra-credential considerations affect admissions among Alabama institutions, admissions officers (except in public junior institutions) were asked to specify from what categories of students they restrict the number of students admitted and to what categories of students they extend special consideration. (See Appendix for specific questions and suggested categories.)

As expected, few institutions indicated restrictions or special considerations. Of the thirty-three potential respondents, 9 did not respond to the question of restrictions and 16 indicated they did not restrict numbers of students on any basis. There were two "no responses", a "not specifically", and 22 "no's" to the question of special consideration extended to certain groups of students.

Of the eight institutions that reported restrictions of student numbers in admissions, two private institutions as non-coeducational institutions limit admissions on the basis of sex. A public senior institution on a military base restricts the number of civilian, area students. One public senior institution limits number of incoming freshmen in general, i.e., men and women, and two private senior institutions restrict the number of students admitted because of limitations in housing

facilities. Three senior institutions--two public and one private--restrict admissions for certain programs of study. And one public senior institution reported restriction on admissions of non-residents (out-of-state students).

Four public senior, three private senior and one private junior institution reported special consideration given to certain groups or kinds of students. The students named by the public senior institutions included veterans; military servicemen, dependents, and employees; adults; children of alumni and children of Alabama residents; and "upward bound" students and "talent search" referrals. The three private senior institutions indicated special consideration for minority and low economic groups. A private junior institution reported special consideration for faculty dependents.

Policies Related to Admissions

Two items in the questionnaire touched upon policies of institutions related to admissions. One question concerned recruitment (freshman) and one question concerned credit policies (transfer). The purpose of these questions was to determine whether related policies of institutions affect admissions. Neither the items in the questionnaire nor the discussion here were intended to provide an extensive examination of the areas of recruitment or credit policies. And, of course, it was not intended that all institutional policies be examined for effects on admissions. The policies chosen were two in which the admissions officers would most likely be involved or about which the admissions officers would have information.

High School Visitation. Although there are various means by which students are aided in their selection of and application to a college--e.g., special materials publications, catalogues and bulletins, and orientation programs--the method of communication requiring the most direct involvement of the institution and commonly the admissions office is high school visitation. The school visit involves presentations/discussions by representatives of institutions for counselors and prospective applicants concerning opportunities, facilities and programs, admission requirements and application procedures. All but one, a public senior institution, of the 50 responding institutions reported that they participate in such high school programs.

Of the 49 institutions indicating visitation practices, 40 provided estimates of the number of Alabama high schools visited annually. Although the range in numbers of visits was great, over half of the responding institutions showed no more than 75 high schools visited per year.

Table 29--Number of Alabama High Schools Visited Annually by Alabama Institutions, By Institutional Type

Number of High Schools	Number of Institutions			
	Public Senior	Private Senior	Public Junior	Private Junior
Less Than 25	1	1	3	
25-75	3	5	10	2
76-150	3	1	1	2
151-250	2	2		
251-400	1	2		
over 400		1		
# of Responses	10	12	14	4

It was originally expected that numbers of high schools visited and changes in number of freshman applications could be statistically compared. However, the number of institutions providing information

for both variables was insufficient to permit such analysis. Simple inspection, however, suggested no relationship. Nor was any relationship apparent between numbers of high schools visited and numbers of freshman applications received. Institutions which make only a few visits each year receive as many applications as institutions which make many visits. From these observations alone, it appears that in recruitment for increased numbers of applicants the number of high school visitations is not significant.

However, before any generalizations can be made about the efficacy of the high school visitation, more must be discovered about the kinds of schools visited and the kinds of presentations made. It should be pointed out that institutions participate in high school visitation for purposes other than recruitment--as a service, for public relations, etc. Also, it is obviously the case that students choose an institution for many reasons other than high school visitations.

"D" Transfer Credit. Although there are a number of issues involved in transfer of credit for transfer students, the most widely discussed and debated issue is the transfer of courses for which the grade earned was "D". Institutions were asked whether they will accept "D" grade courses for credit in transfer and under what conditions. The most frequently mentioned condition is that the student have an overall "C" average. Variations included "at the Dean's discretion", "if earned in a course acceptable as a major or elective", and "in a two-semester course for which the average is 'C'". The greatest percentage of institutions--over 70 percent--following a policy of credit for "D" courses are public senior institutions.

Table 30--"D" Transfer Credit Acceptance Policy at Alabama Institutions, By Institutional Type

Policy	Number of Institutions			
	Public Senior	Private Senior	Public Junior	Private Junior
Will Accept	10	6	1	2
Won't Accept	4	9	16	2
# of Responses	14	15	17	4

To determine the degree of relationship between "D" credit policies and numbers and changes in numbers of transfer applicants and matriculants, chi-square tests were used. The chi-square test of the numbers of transfer applicants and policies on "D" credit fell short of significance.[1] No relationship was apparent between changes in number of transfer applicants and "D" credit policies.[2] Also, no relationship was found between "show" rates and credit policies; however, it may be the case that the student is unaware of the loss of credit until after attendance.[3]

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[1]The value of χ^2 was found to be 2.501 ($P > .05$, with 2 d.f.).

[2]Chi-square analysis showed the relationship between "D" credit policies and changes in number of transfer applicants not to be significant ($\chi^2=0.621$, $P > .05$ with 2 d.f.).

[3]Chi-square analysis showed the relationship between "show" rates and "D" credit policies not to be significant ($\chi^2=0.659$, $P > .05$ with 2 d.f.).

CONCLUSIONS

From the preceding examination of admissions among Alabama institutions, a number of similarities and differences are evident. And although the differences may not be extreme, they are frequently associated with control and/or level of institution.

Among the generalizations suggested in the results section are the following:

Junior Institutions. Junior institutions receive a large number of freshman applicants and the recent trend has been toward significant increase in this number. Junior institutions have higher acceptance rates of these freshman applicants and, upon admission, freshman applicants are more likely to attend junior institutions than senior institutions.

Junior institutions are less likely to charge an application fee, but they are also less likely to waive the fee, if charged, for financially handicapped students. However, the fees charged by junior institutions are less than those of the senior institutions. Most junior institutions have later deadline dates for receipt of applications. By and large, junior institutions do not recognize extra-credential considerations in admissions.

While participating in high school visitations, junior institutions do not visit as many high schools as senior institutions. And, finally, few junior institutions accept "D" grade courses for credit from transfer students.

Senior Institutions. The proportion of total applicants who are transfer applicants is higher among senior institutions. The acceptance rates of transfer applicants for senior institutions are higher than the

acceptance rates of freshman applicants for these institutions. However, the likelihood of a transfer student attending a senior institution after admission is somewhat less than the likelihood of attendance at a junior institution. While a majority of senior institutions have had increases in their number of freshman applicants, more senior institutions have had greater increases in their number of transfer applicants.

Senior institutions typically charge application fees and higher application fees than junior institutions. But senior institutions are also more likely to waive the fee if it works a financial hardship on the applicant. Although proportionately few, a number of senior institutions indicate the use of extra-credential considerations in admission including restrictions on numbers of students admitted and/or special consideration extended to certain groups of students.

A majority of senior institutions accept transfer credit for courses in which the grade earned is "D". And, finally, senior institutions send representatives to greater numbers of high schools than junior institutions.

Public Institutions. Public institutions receive the greatest number of freshman and transfer applications. Public institutions have recently experienced more and greater increases in their numbers of applicants from both categories. Applicants are only slightly more likely to be admitted by public institutions than private institutions. This difference is related to the greater proportions of transfer students among public senior institutions and the effect of open admission policies in public junior institutions. Statistical analysis indicates type of control is not a significant factor in admission rates. Freshman admittees are more likely to attend public institutions than private institutions, and transfer admittees are somewhat less likely to attend public institutions than private.

The control of institution is most significant in the kinds and extent of the procedural requirements for admission application. Public institutions require fewer credentials than private institutions. And fewer public institutions require much beyond the basic academic record (and test scores for freshman applicants--senior institutions). The proportion of public institutions assessing an application fee is less than the proportion of private institutions but public institutions are also less likely to waive the fee. There are only small differences between public and private institutions in deadline dates, substantive requirements for admission, extra-credential considerations, numbers of high schools visited and policies on "D" transfer credit.

Private Institutions. Private institutions receive fewer applications--freshman and transfer--than public institutions and have not recently experienced as many or as great increases in numbers of applicants as public institutions. However, private institutions are not significantly more inclined to accept or turn down applicants than public institutions. And although freshman admittees are somewhat more likely to attend public institutions than private institutions, transfer admittees are somewhat more likely to attend private than public institutions.

Private institutions more often charge application fees than public institutions, but they also more often waive a fee that is a financial hardship. Private institutions require more credentials from their applicants. In addition, they also typically require more credentials beyond the basic academic record--personal/character references, school recommendations, personal interviews, evidence of social good-standing at previously attended collegiate institution, autobiographies, etc. Of

the institutions--both public and private--that require personal/character references, private institutions require more such references from their applicants.

Freshman Vs. Transfer Admissions. Although freshman applicants are more likely to be admitted than transfer students, transfer applicants are more likely to attend after admission.

There is relatively more use in freshman admissions and less use in transfer admissions of supportive credentials beyond the basic academic record (transcript). There are little or no differences between the two categories of admissions regarding fees applicants must pay, the deadline dates they must meet or extra-credential considerations that may apply to them.

Both freshman and transfer students who present less than "C" averages to some senior institutions still have a reasonable chance of admission. Among these senior institutions, private institutions that consider less than "C" averages do so more frequently for freshman applicants and public institutions that consider less than "C" averages do so more frequently for transfer applicants. However, the standards for transfer admission are likely to be somewhat more specific than freshman standards because of the greater emphasis upon the academic record for transfer applicants. Transfer students are more likely to be admitted where there are larger proportions of transfer applicants and matriculants.

APPENDIX

LIST OF QUESTIONNAIRE RESPONDENTS

Public Senior Institutions

Alabama Agricultural and Mechanical University
Alabama State University
Auburn University
Auburn University at Montgomery
Florence State University
Jacksonville State University
Livingston State University
Troy State University in Montgomery
Troy State University at Fort Rucker
The University of Alabama
University of Alabama in Birmingham
University of Alabama in Huntsville
University of Montevallo
University of South Alabama

Public Junior Institutions

Alexander City State Junior College
Brewer State Junior College
John C. Calhoun State Technical Junior College
Jefferson Davis State Junior College
Enterprise State Junior College
James H. Faulkner State Junior College
Gadsden State Junior College
Patrick Henry State Junior College
Jefferson State Junior College
T.A. Lawson State Junior College
Northeast Alabama State Junior College
Northwest Alabama State Junior College
Snead State Junior College
Southern Union State Junior College
George C. Wallace State Technical Junior College
George C. Wallace State Junior College and Technical Institute
Lurleen B. Wallace State Junior College

Private Senior Institutions

Athens College
Birmingham-Southern College
Huntingdon College
Judson College
Miles College
Mobile College
Oakwood College
Daniel Payne College
St. Bernard College
Samford University
Southeastern Bible College
Spring Hill College
Stillman College
Talladega College
Tuskegee Institute

Private Junior Institutions

Cullman College
Marion Institute
Selma University
Walker College

SAMPLE OF SURVEY QUESTIONNAIRE

Council of Admissions Officers and Registrars

Alabama Commission on Higher Education

Survey of Admissions Policies and Practices

Of Alabama Colleges and Universities

Name and Address
of Institution _____

_____

Directions: Please answer each question where applicable. (Questions 6, 7, 9 and 12 do not apply to state-supported two-year colleges.) All answers will be treated as confidential. The study report will contain no references to individual institutions. In instances where exact figures are unavailable, please give your best estimate. If you feel your estimate is highly speculative, place an asterisk (*) next to it. Please return this form to the ACHE by no later than January 31, 1972. If you have any questions, please call collect Hubert Mate at 205-348-5666. Thank you for your assistance.

1. Of the students who were enrolled for the Fall term, 1971, what percentage were:

   Male? _____% Living at home? _____%
   Charged out-of-state (district) fees? _____% (Please use the space beneath item 16 on page 4 to describe how you determine who should be charged out-of-state or district fees.)

2. Please indicate which categories of students the admissions office is charged with admitting to your institution. (Please check appropriate boxes.)

   Beginning Freshman* ☐ Transfer Students ☐
   Graduate Students ☐ Foreign Students ☐
   Readmits ☐ Other(s) ☐
   (Please specify) _____

3. For each category of students listed below, please provide the number of applications received, admissions offered, and students enrolled for the Fall term, 1971.

	Applied	Admitted	Enrolled
Beginning Freshman*	_____	_____	_____
Transfer Students	_____	_____	_____
Graduate Students	_____	_____	_____
Foreign Students	_____	_____	_____
Other(s) (As specified in item 2)	_____	_____	_____

*First-time Entering Freshman (Summer and Fall, 1971)

4. In general, during the period from Fall, 1968 to Fall, 1971, how has the number of <u>applications</u> for admission changed? (Please check appropriate boxes.)

	Decreased By More Than 10%	Decreased By Less Than 10%	Virtually No Change	Increased By Less Than 10%	Increased By More Than 10%
Beginning Freshmen	☐	☐	☐	☐	☐
Transfer Students	☐	☐	☐	☐	☐
Graduate Students	☐	☐	☐	☐	☐
Foreign Students	☐	☐	☐	☐	☐
Others	☐	☐	☐	☐	☐

5. Which of the following items do you require from <u>all</u> beginning freshmen applicants <u>before</u> you can reach a decision on admission? (Please check appropriate boxes.)

High School Transcript ☐

Test Scores: ACT ☐ SAT ☐ Either ☐ Other ☐ (Please specify)

_____

Personal Interviews ☐

Campus Visitation ☐

Personal/character References ☐ How many? _____

Medical Form (Physician's Statement) ☐

Other ☐ (Please specify) _____

6. If you require test scores for beginning freshmen applicants, what is the lowest score(s) a freshman applicant might submit and still expect a reasonable (25 chances in 100) chance of admission? _____

7. What is the lowest high school average or rank a beginning freshman applicant might submit and still expect a reasonable (25 chances in 100) chance of admission?

_____

8. Which of the following items do you require from all transfer applicants before you can reach a decision on admission? (Please check appropriate boxes.)

High School Transcript ☐

Previous College Transcript(s) ☐

Test Scores: ACT ☐ SAT ☐ Either ☐ Other ☐ (Please specify)

_____

Personal Interviews ☐

Campus Visitation ☐

Personal/character References ☐ How many? _____

Official evidence of social "good standing" from previous college(s) ☐

Medical Form (Physician's Statement) ☐

Other ☐ (Please specify) _____

9. What is the lowest previous college average a transfer applicant might submit and still expect a reasonable (25 chances in 100) chance of admission? _____

_____

10. What are the deadline dates for receipt of applications for admissions from Freshmen applicants? _____ Transfer applicants? _____

11. Do you charge an application fee? Yes ☐ No ☐ If "yes", how much is it? $____
Will you waive the fee for financially handicapped students? Yes ☐ No ☐

12. Do you restrict the numbers of students you admit from any of the following categories? "Restrictions" as used here refers to admissions policies or special program interests which necessitate restrictions on enrollments. (Check appropriate boxes.)

	Beginning Freshmen	Transfers	
Men	☐	☐	
Women	☐	☐	
Residents	☐	☐	
Married Students	☐	☐	
Religions	☐	☐	
Programs of Study or Divisions (Please specify)	☐	☐	_____
Other (Please specify)	☐	☐	_____
			_____
			_____

13. Are there any special groups or kinds of students to whom you give special consideration for admission (e.g., alumni children, faculty dependents, minority/poverty students)? Yes ☐ No ☐ If "yes", please indicate which groups.

_____

_____

14. Will you accept for degree credit, transfer of courses taken at another college in which the student earned a grade of less than "C"? Yes ☐ No ☐ If "yes", please describe the conditions under which such credit will be accepted._____

_____

_____

_____

15. Does your institution send representatives to visit high schools to talk to counselors and/or prospective students? Yes ☐ No ☐ If "yes", please estimate how many schools are visited annually: Inside Alabama _____

Outside Alabama _____

16. Please use this space to describe how you determine who should be charged out-of-state (district) fees and to provide any additional comments you may have about your admissions policies and procedures which were not discussed above.

Name and Title of Person Completing this Form _____

_____

Please return to: State of Alabama
Commission on Higher Education
24 South Hull Street
Montgomery, Alabama 36104